

III-K Check File Reporting

The Check File maintains a history detail of all transactions that post to outstanding checks. The file allows agencies to perform an online reconciliation of their outstanding checks for their monthly bank reconciliation. The records from the Check File are summarized by check number. Refer to Volume 1, Chapter XV, Online Bank Reconciliation, for a detailed discussion on check processing.

File Information

The chart below identifies the source of data and controlling factors that determine the control key for the Check File:

Check File Key

NAME	SOURCE	CONTROLLING FACTORS
Organization	Sign-on/Security	Name/Password
Check Number	From Transaction	OC Table Check File Indicator is set to Y
Fund	Coded or PCA look-up	None
Sequence Number	System Assigned	Each accounting transaction is assigned a unique number

A detailed description and illustration of the Outstanding Check report is presented on the following pages.

EXHIBIT III-K01

REPORT NAME: Outstanding Check Report	REPORT NO: CSTARK01								
PURPOSE: Used to perform the monthly Bank reconciliation.									
DESCRIPTION: Lists outstanding checks that have not been paid by the Treasurer. This report has data <u>ONLY</u> when the OC Table Check File Indicator is set to Y - Yes.									
REPORT REQUEST OPTIONS: Report Period: FM: CM, PM or 01 - 12 P: None Level of Detail: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Index (I)</u></td> <td style="text-align: center;"><u>Program (P)</u></td> <td style="text-align: center;"><u>Object/Source(O/S)</u></td> <td style="text-align: center;"><u>Fund (F)</u></td> </tr> <tr> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">1-No Sub-total by Check Number 2-Sub-total by Check Number</td> </tr> </table> Fund Selection: Not applicable GLAN Selection: Not applicable Additional Report Selection Options: Not applicable Destination Options: All available output media E1 (Electronic Storage) Report Request Options: E1 options are limited to the following: Report Period FM: PM or 1-12 Level of Detail: All options available		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	Not Applicable	Not Applicable	Not Applicable	1-No Sub-total by Check Number 2-Sub-total by Check Number
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>						
Not Applicable	Not Applicable	Not Applicable	1-No Sub-total by Check Number 2-Sub-total by Check Number						
FINANCIAL ELEMENTS: Trans Amount: The amount of the check transaction. Recap Totals: There are three totals displayed at the end of the report: <ol style="list-style-type: none"> 1) Count and sum of transaction amount for all checks; 2) Sum of transaction amount for each fund; and 3) Sum of transaction amount for each Account Number (first three digits of check number). 									
SPECIAL NOTES: Transaction Year identifies the budget year the transaction posted to the file. Fiscal Month identifies the fiscal month the transaction posted to the file. If the transaction posted as a reversal, the transaction amount is displayed with a negative sign. The report includes all check records when the Check Date is blank, equal to or less than last day of the month being requested. Checks listed on the K01 Report with \$0 are a net effect of \$0. Checks posted with \$0 are not posted to the Check File or the K01 Report. Refer to the H06 Report to account for all check stock. When a check is added to the Outstanding Check file via Command A.3 – Add Outstanding Checks, the FM on the K01 report is always the prior month regardless of the check date.									
REPORT SORT: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">DATA FIELD</th> <th style="width: 25%;">SELECTION OPTIONS</th> <th style="width: 25%;">PAGE-BREAK</th> <th style="width: 25%;">SUB-TOTAL</th> </tr> <tr> <td>Check Number</td> <td>Level of Detail: F</td> <td style="text-align: center;">No</td> <td style="text-align: center;">If selected</td> </tr> </table>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	Check Number	Level of Detail: F	No	If selected
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL						
Check Number	Level of Detail: F	No	If selected						

EXHIBIT III-K01 (Continued)

CSTARK01 9990 (DEST: AA SPEC) PM, ,0,0,0,2, , , , , , ***** RUN:03/30/06 TIME:06.01
FISCAL MONTH: 08 FEBRUARY ***** 2(SBTOT)*****

DEPARTMENT OF AIR QUALITY
OUTSTANDING CHECK REPORT
AS OF 02/28/06

***** PAGE 15

CHECK NUM	CHECK DATE	VENDOR INFORMATION	FUND	SEQ	TYR	FM	TRANS AMOUNT
420-R00177	12/05/2005	0000000334-00 STATE TREASURER	0740	01	2005	08	297,834.55
420-R00177	12/05/2005	0000000334-00 STATE TREASURER	0740	02	2005	08	28,537.70
420-R00177	12/05/2005	0000000334-00 STATE TREASURER	0740	03	2005	08	39,952.79
420-R00177	12/05/2005	0000000334-00 STATE TREASURER	0740	04	2005	08	121,037.88
420-R00177	12/05/2005	0000000334-00 STATE TREASURER	0740	05	2005	08	9,023.28
420-R00177	12/05/2005	0000000334-00 STATE TREASURER	0740	06	2005	08	12,632.59
*TOTAL 420-R00177							509,018.79
420-219160	03/25/2005	9999999999-99 JANE DOE	0998	01	2004	09	110.93
*TOTAL 420-219160							110.93
420-219175	03/30/2005	COMM. OFF., NAVAL PUBLIC WORKS	0193	01	2004	09	2,900.00
*TOTAL 420-219175							2,900.00
420-219179	03/30/2005	KW LAWLER & ASSOCIATES INC	0001	01	2004	09	284.00
*TOTAL 420-219179							284.00
420-219184	03/30/2005	PALLER ROBERTS ENGINEERING INC	0001	01	2004	09	416.00
*TOTAL 420-219184							416.00
420-219200	03/30/2005	HORIZON INVESTMENT PROPERTIES	0001	01	2004	09	21.00
*TOTAL 420-219200							21.00
420-219256	03/30/2005	9999999999-99 JOHN DOE	0998	01	2004	09	157.60
*TOTAL 420-219256							157.60
420-219274	03/30/2005	SOUTHWEST ENGINEERING INC	0001	01	2004	09	24.00
*TOTAL 420-219274							24.00